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FILE

23 FEB 1968

MINUTES

DD/S STAFF MEETING

20 February 1968 - 1030 Hours

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2. Critique of Agency Management

[] OTR presented a brief rundown of recurring comments pertaining to Agency management submitted by various Agency personnel participating in grid seminars. Most of these points were made by midcareerists and GS-14's, although some similar comments were made by more senior personnel:

- a. Lack of planning -- Definitions of missions, goals, and objectives; overlapping requirements.
- b. Failure of Communications -- Lack of upward flow of information and critique; overcompartmentation, which in some cases is used as an excuse for failure to coordinate.
- c. Ineffective career planning.
- d. Overdocumentation, leading to creeping bureaucracy.
- e. Unsatisfactory fitness report system.

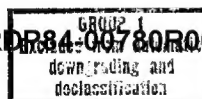
Mr. Bannerman asked [] to compile these and similar comments for his further information.

3. Educational Aid Fund

Mr. Bannerman noted that we have already had our drive for funds for EAF this year, and that the results were fairly low. No new drive is planned but Office Heads were requested to point out to their people that the Aid Fund can use more funds, which in turn are made available as scholarships for dependents of Agency personnel.

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5. Reporting of Incidents

It was again requested that any incidents that may have repercussions in the press, or come to the attention of the DCI, should be immediately made known to senior officials. Mr. Bannerman would like a short note to the DD/S so that he and the Director may be aware of the incident. Office Heads were asked to pass this down through their staff channels as being a very important item.

6. Reduction in Overseas Personnel

Although figures are not yet firm it appears that the overseas Support reduction will amount Mr. Bannerman asked Office Heads to consider now whether or not the functional responsibility formerly handled overseas will continue or be terminated. If the responsibility continues, what are the Office plans to handle it? What are the Office plans for utilizing and assigning returning personnel? He suggested as an example the case of a functional team that is returning to Headquarters but will continue to carry out its responsibilities from Headquarters; this involves additional slots, additional travel money, possibly more office space, etc. Mr. Bannerman wishes to have these requirements in hand by the time that final figures on returning personnel go forward to Colonel White.

It was noted that there will be no summer employment in the field.

7. Around the Table

a.

Communications is making an electrical engineer available to the Director of Logistics to fill an important position for the next two years.

b. Mr. Wattles:

The National Security Council has decided against adopting any list of critical skills as a basis for deferment. Deferments will thus be left to the local boards. The Agency now has some 137 people currently deferred on the basis of critical skills.

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c. Mr. Osborn:

In expectation of possible trouble this spring and summer, new air photographs of all Agency installations in the Metropolitan area have been taken. Two vehicles have also been designated as emergency vehicles and arrangements made with local authorities to recognize them as such.

d. Dr. Tietjen:

Commented on his periodic reviews of the health of the command, and suggested that it was necessary for management to better pace themselves, and their subordinates, for the seemingly continuous "long early springs" and "long hot summers." He referred to the normal tensions that beset Agency personnel under the best of conditions and suggested that it was time to take another look at the mounting pressure of recent and coming events.

e. Mr. Richardson:

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over to OTR. He queried whether Mr. Bannerman wished him to proceed with follow-up conversations with the DD/P. Mr. Bannerman requested that before doing this [REDACTED] he arrange a briefing on the entire subject for his and Mr. Coffey's benefit.

Noted some problems with FE Division relative to language training. A recent FE-OTR meeting had somewhat cleared the air and FE will continue to use OTR facilities rather than those of FSI.

The Office of Computer Services has requested that John Hurley/BoB be entered in OTR's three-day ADP course. Mr. Bannerman asked Mr. Richardson to first check this out with Colonel White.

f. Mr. Fuchs:

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25X1 Said that he has a proposed dispatch for the field whereby FE is requesting financial information by sub-object classes. This information in apparently wanted by PPB but seems somewhat unnecessary insofar as [] DDP and Mr. Fuchs are concerned. It would also create more work at a time when we are attempting to cut down on finance people. Mr. Bannerman asked that Mr. Fuchs brief him further on this before signing off on the paper.

g. Mr. Meloon:

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8. The meeting adjourned at 1135.

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Special Assistant to the
Deputy Director for Support

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